CAPRA ACCREDITATION STANDARDS

red numbers and highlights denote a fundamental standard

Std #	Standard
1.1	Source of Authority
1.1.1	Approving Authority/Policy Body
1.1.2	Citizen Advisory Boards/Committees
1.2	Periodic Timetable for Review of Documents
1.2.1	Document Approval Authority
1.3	Jurisdiction
1.4	Mission
1.4.1	Agency Goals and Objectives
1.4.2	Personnel Involvement
1.5	Vision
1.6	Policies, Rules, Regulations, and Operational Procedures
1.6.1	Administrative Policies and Procedures
1.7	Agency Relationship
1.7.1	Operational Coordination and Cooperation Agreements
2.1	Overall Planning Function within Agency
2.2	Involvement in Local Planning
2.3	Planning with Regional, State, and Federal Agencies
2.3.1	Community Comprehensive Plan with Park and Rec Component
2.4	Park and Recreation System Master Plan
2.5	Strategic Plan
2.6	Feasibility Studies
2.7	Site Plans
2.8	Historical and Cultural Resouces Management Plans
2.9	Community Involvement
2.10	ADA Transition Plan
3.1	Organizational Structure
3.2	Administrative Offices
3.2.1	Support Services
3.3	Internal Communication
3.4	Public Information Policy and Procedure

3.4.1	Public Information and Community Relations Responsibility
3.4.2	Community Relations Plan
3.4.3	Marketing Plan
3.4.3.1	Marketing Responsibility
3.5	Utilization of Technology
3.5.1	Management Information Systems
3.6	Records Management Policy and Procedures
3.6.1	Records Disaster Mitigation and Recovery Plan and Procedures
4.1	Personnel Policies and Procedures Manual
4.1.1	Code of Ethics
4.1.1.1	Staff Acceptance of Gifts and Gratuities
4.1.2	Recruitment Process
4.1.3	Equal Opportunity Employment and Workforce Diversity
4.1.4	Selection Process
4.1.5	Background Investigation
4.1.6	Employee Benefits
4.1.7	Supervision
4.1.8	Compensation Plan
4.1.9	Peformance Evaluation
4.1.10	Promotion
4.1.11	Disciplinary System
4.1.12	Grievance Procedures
4.1.13	Termination and End of Employment
4.2	Staff Qualifications
4.3	Job Analyses for Job Descriptions
4.4	Chief Administrator
4.4.1	Leadership Succession Procedure
4.5	Workforce Health and Wellness Program
4.6	Orientation Program
4.6.1	Employee Training and Development Program
4.6.2	Professional Certification and Organization Membership
4.7	Volunteer Management
4.7.1	Use of Volunteers

4.7.2	Volunteer Recruitment, Selection, Orientation, Training, and Retention
4.7.3	Supervision and Evaluation of Volunteer
4.7.4	Recognition of Volunteers
4.7.5	Liability Coverage for Volunteers
4.8	Consulatants and Contract Employees
5.1	Fiscal Policy
5.1.1	Comprehensive Revenue Policy
5.1.2	Agency Acceptance of Gifts and Donations
5.1.3	Grants Procedures
5.1.4	Private, Corporate, and Non-Profit Support Procedures
5.2	Fiscal Management Procedures
5.2.1	Authority and Responsibility for Fiscal Management
5.2.2	Purchasing Procedures
5.2.2.1	Emergency Purchase Procedures
5.3	Accounting System
5.3.1	Financial Status Reports
5.3.2	Position Authorization Procedures
5.3.3	Fiscal Control and Monitoring Procedures
5.3.4	Independent Audit
5.4	Annual or Biennial Budget
5.4.1	Budget Development Guidelines
5.4.2	Budget Recommendations
5.5	Budget Control Procedures
5.5.1	Supplemental/Emergency Appropriations Procedures
5.5.2	Inventory and Fixed Assets Control
6.1	Recreation Programing Plan
6.1.1	Program and Service Determinants
6.1.2	Participant Involvement
6.1.3	Self-Directed Programs and Services
6.1.4	Leader-Directed Programs and Services
6.1.5	Facilitated Programs and Services
6.1.6	Cooperative Programming
6.2	Program Objectives

6.3	Scope of Program Opportunities
6.3.1	Outreach to Diverse Underserved Populations
6.4	Community Education for Leisure Process
6.4.1	Community Health and Wellness Education and Promotion
6.5	Participant and Spectator Code of Conduct
7.1	Parkland Acquisition Procedures
7.2	Area Facilities Development Policies and Procedures
7.2.1	ADA Existing Facility and Site Access Audit
7.3	Defense Against Encroachment Procedures
7.4	Disposal of Lands Procedures
7.5	Maintenance and Operations Management Standards
7.5.1	Facility Legal Requirements
7.5.2	Preventative Maintenance Plan
7.6	Fleet Management Plan
7.7	Agency-Owned equipment, Material, Tools, and Supplies Policies and Procedures
7.7.1	Building Plans and Specifications
7.7.2	Land and Lease Records
7.8	Environmental Sustainability Policy and Program
7.9	Natural Resouce Management Plans and Procedures
7.9.1	Recycling and/or Zero Waste Plan
7.10	Maintenance Personnel Assignment Procedures
7.11	Capital Asset Depreciation and Replacement Schedule
8.1	Codes, Laws, and Ordinances
8.1.1	Staff Liaison to Law Enforcement Officers
8.2	Authority to Enforce Laws by Law Enforcement Officers
8.3	Law Enforcement Officer Training
8.4	Public Information on Laws, Ordinances, Rules, Regulations, and Policies
8.4.1	In-Service Training for Staff on Public Safety and Law Enforcement
8.4.2	Handling of Disruptive Behavior Procedures
8.4.3	Traffic Control, Parking Plans, and Crowd Control
8.4.4	Handling of Evidentiary Items Procedures
8.5	General Security Plan
8.6	Emergency Management Planning

8.6.1	In-Service Training for Staff on General Security and Emergency Management
8.6.2	Emergency Risk Communications Plan
8.6.3	Care and Shelter Procedures
9.1	Risk Management Policy
9.1.1	Risk Management Plan and Procedures
9.1.2	Accident and Incident Report Procedures
9.1.3	Personnel Involvement and Training
9.2	Risk Manager
9.3	ADA Compliance and Face-to-Face Resolution
10.1	Systematic Evaluation Processes
10.1.1	Responsibility for Evaluation
10.1.2	Staff Training on how to Evaluate Programs, Services, and Facilities
10.2	Outcomes Assessment
10.3	Performance Measurement
10.3.1	Level of Service Standards
10.4	Needs Assessment
10.5	Program and Services Statistics
10.5.1	Recreation and Leisure Trends Analysis
10.5.2	Community Inventory
10.5.3	PRORAGIS
10.6	Research Investigation
10.6.1	Quality Assurance